

ADMINISTRATOR'S UPDATE/REPORT

5/19/04

I would like to briefly update the Board on the following items:

1. Staffing – Our employee with the most experience and knowledge of PeopleSoft accepted a position with DHRD and her last day of work will be May 21. Business Solution Technologies (BST) recently began observing the PeopleSoft daily event maintenance and the payroll closing which will be conducted on May 14. BST will utilize its documentation to begin training key staff and managers on the daily maintenance programs and processes during the week of May 17. BST will follow a similar approach in conducting the payroll closing at the end of this month.

We also filled one of the 3 temporary customer service positions.

2. Lease and Renovation of Office – We are still awaiting the execution of the lease and subsequent scheduling of the leasehold improvements for phase 1, the new contiguous space. The landlord will cap its leasehold improvement allowance at the dollar amount established over a year ago. Due to the length of time that has transpired since obtaining an estimate for the improvements, the landlord needs to obtain revised estimates from contractors. This may increase the portion to be paid by the EUTF. However, since we have gone this entire year without paying rent, we will utilize the savings to fund the extra construction costs. DAGS projects the new space to be available for management to move in by the end of July 2004.
3. Charter Schools – We met with Dewey Kim, Charter Schools' executive director, on May 6 to discuss how to proceed to have more charter schools enroll with the EUTF via the charter schools as employer. In fall 2003, we configured our PeopleSoft system to add Charter Schools as a new employer. We currently only have one school enrolled under charter schools and they are handled manually. In the next couple of months, we will be working collaboratively with the charter school office to enroll the second charter school. We will refine the process and procedures so that other charter schools can be added smoothly and appropriate arrangements for submitting enrollment information and paying us their employees' contributions can be established.
4. Kaiser Multi-Site – We received the renewal rates effective July 1, 2004 which resulted in more retirees required to pay a share of the monthly premiums over the cap.
5. COBRA Notices – From April 29, our automated program for printing COBRA notices daily did not work. On May 13, we applied a work around solution which resulted in approximately 450 notices being printed and mailed.
6. Royal State Dual Coverage Plan Enrollments – We enrolled everyone effective 2/1/04. We sent letters to all the affected employees explaining that they were recently enrolled and would have their contributions deducted from their paycheck for the pay period ending May 15. We also asked them to call us if they wanted to spread out their deductions over more pay periods.